



**Langley Research Center
DIRECTIVES MANAGEMENT
TRANSMITTAL SHEET**

LAPD 6000.3

MATERIAL TRANSMITTED

LAPD 6000.3, "Motor Vehicle Management."

RECISION

LAPD 6000.3, dated July 22, 2004.

SUMMARY

LAPD 6000.3 has been reevaluated to comply with NPR 1400.1, "NASA Directives System Procedural Requirements," which states the office of primary responsibility is required to reevaluate the directive 5 years after it's initial effective date, prior to expiring (initial effective date was July 1999).

The directive was revised to:

1. Reformat to comply with NPR 1400.1.
2. Update authority and references.
3. Remove "review contracts" requirement from the Motor Vehicle Fleet Operations Office responsibilities.



**LANGLEY
POLICY
DIRECTIVE**

Directive: LAPD 6000.3

Effective Date: _____

Expiration Date: _____

Responsible Office: Office of Logistics Management

SUBJECT: Motor Vehicle Management

1. POLICY

It is the policy of the Langley Research Center to achieve maximum economy and efficient management and control of the motor vehicle fleet, including reporting, registration, official use, inspection, and identification.

2. APPLICABILITY

This policy is applicable to Langley Research Center civil servant employees.

3. AUTHORITY

- a. NPD 6000.1, "Transportation Management."
- b. 41 CFR 102-34, "Motor Vehicle Management."
- c. 31 USC 1344, "Passenger Carrier Use."

4. REFERENCES

- a. NPR 6200.1, "NASA Transportation and General Traffic Management"
- b. LAPD 6000.1, "Transportation Management."

5. RESPONSIBILITIES

- a. Head, Office of Logistics Management

Approve purchase requests for motor vehicles and other motorized equipment for official purposes.

- b. Motor Vehicle Fleet Operations Officer, Office of Logistics Management
 - (1) Review motor vehicle assignments and utilization.
 - (2) Provide on-site contract oversight for motor vehicle operations.
 - (3) Maintain adequate motor vehicle assignment and utilization records.
 - (4) Initiate action to replace unserviceable and unsafe motor vehicles.

~~(5) Review contracts, which require the contractor to provide motor vehicles in support of contractual obligations.~~

(5) Review and approve written requests for motor vehicle support for research and development projects.

c. Organizational Unit Managers

(1) Assure that assigned motor vehicles and motorized equipment are justified and that these vehicles provide the most economical and effective means of fulfilling requirements.

(2) Assures that purchase requests for motor vehicles and other motorized equipment contain an accurate justification.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS

As required by NPD 6000.1.

8. CANCELLATION

LAPD 6000.3, dated July 22, 2004.

Roy D. Bridges, Jr.
Director